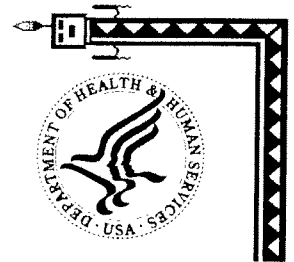


DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

READVERTISEMENT

Position re-advertised to solicit additional candidates. Those who previously apply need not re-apply, however, may make changes to their application by the closing date.

VACANCY ANNOUNCEMENT

SR-10-029-001

OPENING DATE

May 21, 2010

CLOSING DATE

June 11, 2010

POSITION

Budget Analyst

LOCATION AND DUTY STATION

Shiprock Service Unit
Dzilth-Na-O-Dith-Hle Health Center
Financial Management Section
Bloomfield, New Mexico

NUMBER OF VACANCIES

One (1): PCN 4402-01

GRADE

GS-560-09: \$47,448 - \$61,678 per annum

APPOINTMENT

/X/ Permanent

WORK-SCHEDULE

/X/ Full-time

AREA OF CONSIDERATION

/X/ IHS Wide

PROMOTION POTENTIAL

/X/ No known potential

SUPERVISION /MANAGERIAL

/X/ No

HOUSING

/X/ Private Housing Only

TRAVEL/MOVING EXPENSE

/X/ No expenses paid

DUTIES: The primary purpose of this position is to perform budgetary functions in development and execution of the DZHC budget; provision of necessary controls over cost accounting and reporting; and formulation, preparation and submission of DZHC budget and special budget reports as required. Reviews and analyzes recommendations submitted by management and department heads. Prepares monthly financial status report for each program in order to maintain a close evaluation of the quality budget execution and budget deficits or extraordinary budget surplus, both of which requires analysis to ascertain causative factors and means of resolving budgetary and/or fund control problems. Instructs staff in the selection of proper accounts for recording the various transactions. Incumbent ensures implementation of effective fund control procedures by maintaining (a) administrative fund control reporting format; (b) adequate process for viewing expenditures documentation; (c) appropriate commitment registers of budget object classification categories for each program; and (d) monthly reconciliation of allowances, commitment register balances and monthly financial reports. Develops recommendations for budgetary adjustments to support unanticipated changes in program operations and/or funding. Prepares and documents (journal voucher, etc.) request for increases and decreases in funds. Provides advice on all aspects of the interpretation and application of agency guidelines for budget execution process to program and budget officials of subordinate components within the organization. Updates the Position Control Master on the total number of vacant positions monthly to the Finance Manager. Monitors, reviews and analyzes request for the Contract Health Services allotments of funds. Reviews, consolidates and summarizes status of funds report from documents to transaction of funds. Reconciles commitment register. Serves as Alternate Travel and Training Coordinator; applies the Federal Travel and Joint Travel Federal Regulations; address employee eligibility requirements; and what the government will reimburse and their dollar limitation. Incumbent is responsible for the monthly, quarterly, semi-annual and annual reconciliation of all appropriation of the operational budget. Completes reconciliation in Accounts Payable, Accounts Receivable and Budget function to ensure transactions are posted. Maintains and files all financial reports.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC QUALIFICATIONS: 52 weeks of specialized experience equivalent to at least the GS-7 level OR master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

SPECIALIZED EXPERIENCE: Experience must demonstrate the knowledge, skills and abilities (KSAs) to successfully perform the duties of the position being filled. Examples of creditable specialized experience include budget administration work performing a full complement of budgetary functions and duties associated with all phases of the budget process (formulation, justification, presentation, and execution); demonstrated problem solving ability in connection with budgetary work and other assignments; ability to gather, assemble and analyze data to prepare budget estimates, develop alternatives, and make recommendations to resolve budget/funding problems; and ability to research, interpret, and apply regulations, policies, and procedures.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

COMBINATION OF EDUCATION AND EXPERIENCE: Combinations of successfully completed post-high school education and experience may be used to meet qualification requirements; however, you must submit an official college transcript by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: None.

OTHER SIGNIFICANT FACTORS: Employee may be required to be on call back duty or be required to work beyond normal duty hours to complete assignments/projects or to ensure coverage.

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative/financial/personnel records and all other pertinent information that comes to the employee's attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

TIME-IN-GRADE REQUIREMENTS: Applicants applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-7 level to qualify for the GS-9 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0560, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Human Resources Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service) and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP).

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 1. A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 2. **OR**
 3. B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishments and degree of responsibility.

The KSAs in your narrative statement will be the principal basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to analyze facts and draw appropriate conclusions.
2. Knowledge of automated data processing equipment.
3. Ability to work independently.
4. Knowledge of fiscal and budgetary rules, regulations, and procedures.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Northern Navajo Medical Center, Branch of Human Resources, P. O. Box 160, Shiprock, New Mexico 87420-0160, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

PLUS:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment, revised January 2001
- Addendum for Child Care & Indian Child Care Worker Position (form) expires 9/30/2010.
- SF-50, Notification of Personnel Action (if current or former Federal employee)
- Copy of your most recent performance appraisal if you are a current Federal employee

INDIAN PREFERENCE APPLICANTS: If claiming preference, applicants must provide a completed copy of the current Form BIA-4432 (expiration date 08/31/2011), "Verification of Indian Preference for Employment in the BIA and IHS only." Indian Preference will not be given unless the current form is submitted with your application, including any verification by an authorized Tribal Representative or BIA official of tribal enrollment records, documentation of lineal descent, state or academic records that document you possess one-half degree Indian blood from a tribe indigenous to the United States, as well as official records that establish your

degree of Indian blood, such as census records. You must also complete the family history chart if necessary. (See the form for detailed instructions for the completion of the BIA-4432).

Current IHS employees with a BIA form on file in their Official Personnel Folder are required to submit a copy of that form with their application.

THIS POSITION HAS BEEN IDENTIFIED AS AN UFMS CRITICAL USER FOR Level V or Level VI THEREFORE Background/Security clearance is required.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Declaration for Federal Employment (OF-306, revised January 2001), and Addendum for Child Care & Indian Child Care Worker Positions must be completed and submitted with original signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding "yes" to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact Margaret Begay, Human Resources Specialist, at (505) 368-6091. E-mail: margaret.begay2@ihs.gov.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach copy of transcript(s);
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons who submit incomplete application will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Margaret Begay

/s/ Margaret Begay

HUMAN RESOURCES CLEARANCE

05/20/10

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS **ANNOUNCEMENT NUMBER SR-10-029-001**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Budget Analyst, GS-560-09

1. **ABILITY TO ANALYZE FACTS AND DRAW APPROPRIATE CONCLUSIONS.** The person in this position must have the ability to routinely review detailed reports and/or statements for validity and completeness, gather additional facts, if necessary, and draw appropriate conclusions based on what is stated, as well as what is not stated. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **KNOWLEDGE OF AUTOMATED DATA PROCESSING EQUIPMENT.** The person in this position should have knowledge of different types of computer software in order to utilize the computer to compile budget reports. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO WORK INDEPENDENTLY.** This is the ability to independently plan, organize and prioritize work in an environment of constantly changing priorities and stressful conditions. The person in this position must be able to work under pressure, as they will be required to function effectively despite frequent interruptions, unpredictable workflow, heavy volume and short deadlines. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **KNOWLEDGE OF FISCAL AND BUDGETARY RULES, REGULATIONS, AND PROCEDURES.** The person in this position should have knowledge of the rules, regulations, and procedures needed to research, monitor expenditures and prepare budget reports. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date